



Department of
Veterans Affairs

Office of Human Resources and Administration
Worklife and Benefits Service (058)

Fact Sheet – HOURS OF DUTY – (Work Schedules/Title 38)

- The proper care and treatment of patients shall be the *primary* consideration in scheduling tours of duty for employees who work in the Veterans Health Administration (VHA).
- Duty schedules shall be established as appropriate and necessary for performance of services in the care and treatment of patients and other essential activities within the administrative discretion of the Under Secretary for Health or designated officials.

Work Schedules

- Full-time Physicians, Dentists, Podiatrists, Chiropractors, and Optometrists: Normal tour of duty within the 40-hour basic workweek consists of five regularly scheduled 8-hour days exclusive of the meal period. **Continuously subject to call unless officially excused by proper authority. Required to be available 24 hours per day, 7 days per week.*
- Full-time Nurses, Nurse Anesthetists, Physician Assistants, and Expanded-Function Dental Auxiliaries: 40-hour basic workweek scheduled in advance. Normal tour of duty within the 40-hour basic workweek consists of five regularly scheduled 8-hour days exclusive of the meal period.
- Baylor Plan (full-time Nurses and Nurse Anesthetists): 24-hour basic workweek consisting of two regularly scheduled 12-hour tours of duty contained entirely within the period commencing at midnight Friday and ending at midnight the following Sunday.
- Part-time: Regularly scheduled work on less than a full-time basis, covering a specific number of hours scheduled over the course of a pay period.
- Intermittent: Employment without a regularly scheduled tour of duty. Employee works on an "as needed" basis, and duty schedules are determined by procedural requirements issued by the Under Secretary for Health.

Adjustable Work Hours for Part-time Physicians

- When there is insufficient demand to employ physicians on a full-time basis, such individuals may be appointed on a part-time basis.
- Normally part-time physicians are appointed on a regularly scheduled tour of duty that does not significantly change from one pay period to another.
- Facility Directors at VA Medical Centers *may* authorize the use of adjustable work hours for part-time physicians as determined appropriate and necessary to provide additional flexibilities needed to provide patient care.
- All part-time physicians must have scheduled tours of duty established in advance of the biweekly pay period with days and times specified in writing. These tours shall include core-time and adjustable work hours.
- Part-time physicians must be present on days and times designated as *core time* unless granted an appropriate form of leave or excused absence.
- Each part-time physician approved for adjustable work hours must meet the *total* work requirement in each biweekly pay period.
- Part-time physicians are responsible for knowing and complying with VA policies and procedures on time and attendance, and for fully meeting their professional commitments to the VA.

Service Chiefs, Product Line Managers and other supervisors are responsible for monitoring part-time physicians' compliance with VA policies and procedures on time and attendance and for taking or initiating corrective action as necessary.

References

- 38 U.S.C. Chapter 73 and 74
- VHA Directive 2003-001, dated January 3, 2003
- VA Handbook 5011, Part II, Chapter 2 and Chapter 3

*Information in this Fact Sheet applies to non-Hybrid Title 38 employees appointed under 38 U.S. Chapter 73 or 74. It does not apply to graduate nurse technicians.

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